

## Delaware Taxpayer Portal – Make a Payment

The following pages outline the steps required to make a payment in the Portal.

In order to make a payment, you must be a Registered User on the Portal, and linked to the tax account(s) you will be paying for either as an Administrator or Authorized User.

The current payment options in the Portal are Debit/Credit Card Payment and ACH Payment. To make a payment via Debit/Credit Card, follow the steps in section 3. To make a payment via ACH, follow the steps in section 4.

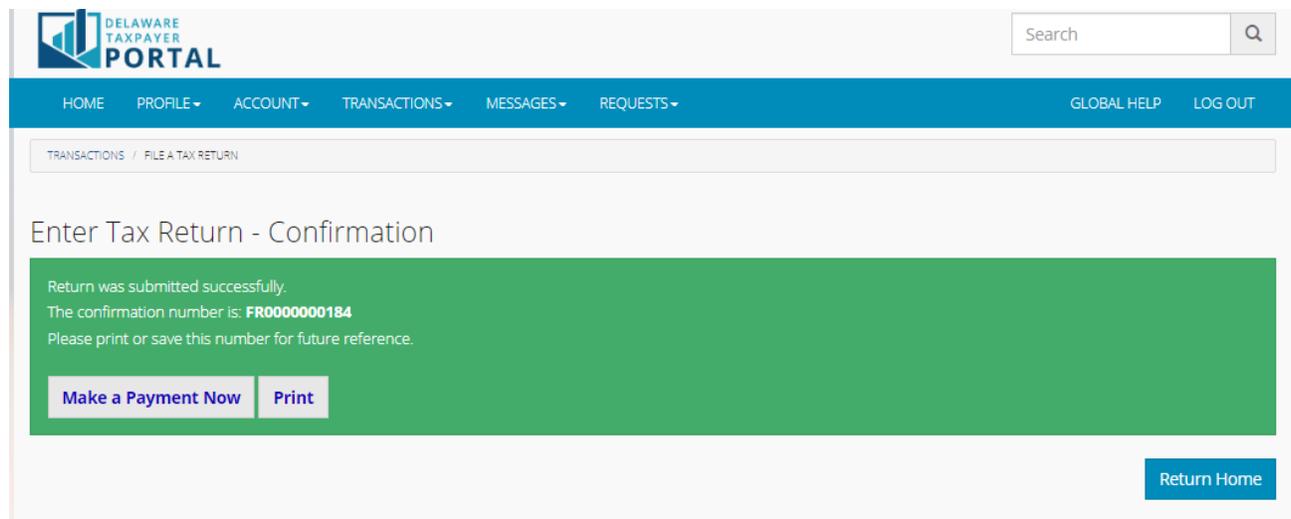
There are two ways to make a payment in the Portal. To make a payment immediately after filing a return, follow the steps in section 1. This is the recommended way to make a payment, as it is easiest and quickest to complete. To make a payment at any other time, follow the steps in section 2.

### Make a Payment Immediately After Filing a Return

#### 1 From the return confirmation page, select “Make a Payment Now”

Once you have successfully filed your return, select the “Make a Payment Now” button to begin the payment process.

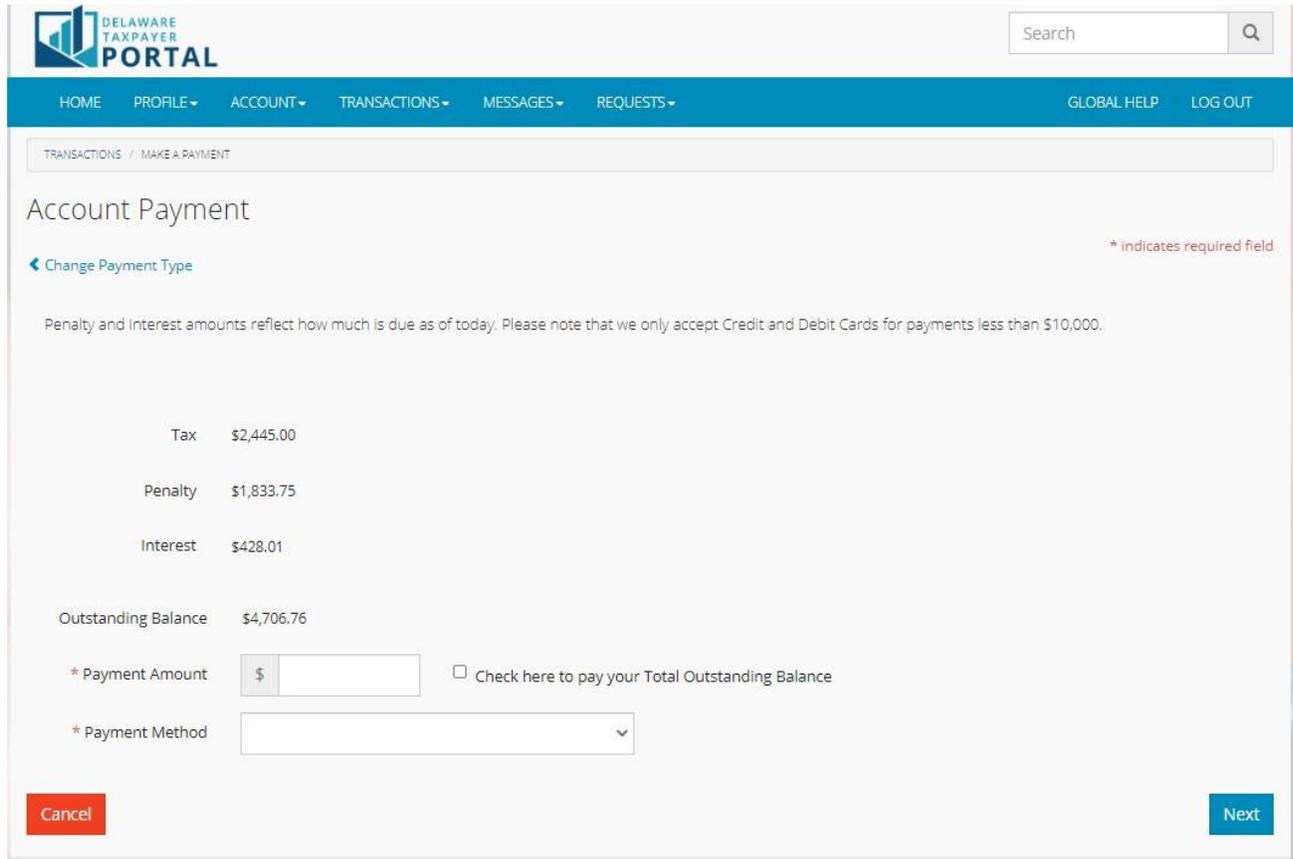
*For guidance on how to file a return, review the [Filing Original and Amended Returns Guide](#).*



The screenshot displays the Delaware Taxpayer Portal interface. At the top left is the portal logo. A search bar is located at the top right. Below the logo is a navigation menu with links for HOME, PROFILE, ACCOUNT, TRANSACTIONS, MESSAGES, and REQUESTS. On the right side of the menu are links for GLOBAL HELP and LOG OUT. The main content area shows a breadcrumb trail: TRANSACTIONS > FILE A TAX RETURN. The title of the page is "Enter Tax Return - Confirmation". A green message box contains the text: "Return was submitted successfully. The confirmation number is: **FR0000000184**. Please print or save this number for future reference." Below this message are two buttons: "Make a Payment Now" and "Print". A "Return Home" button is located at the bottom right of the page.

## 2 Select payment amount and payment method

Enter your payment amount and payment method (ACH or Credit/Debit). You may also select the checkbox to pay the total outstanding balance. Checking this box will automatically populate the full balance on the period in the Payment Amount field. Select “Next” to continue.



DELAWARE TAXPAYER PORTAL

Search

HOME PROFILE ACCOUNT TRANSACTIONS MESSAGES REQUESTS GLOBAL HELP LOG OUT

TRANSACTIONS / MAKE A PAYMENT

### Account Payment

\* indicates required field

◀ Change Payment Type

Penalty and interest amounts reflect how much is due as of today. Please note that we only accept Credit and Debit Cards for payments less than \$10,000.

Tax	\$2,445.00
Penalty	\$1,833.75
Interest	\$428.01
Outstanding Balance	\$4,706.76

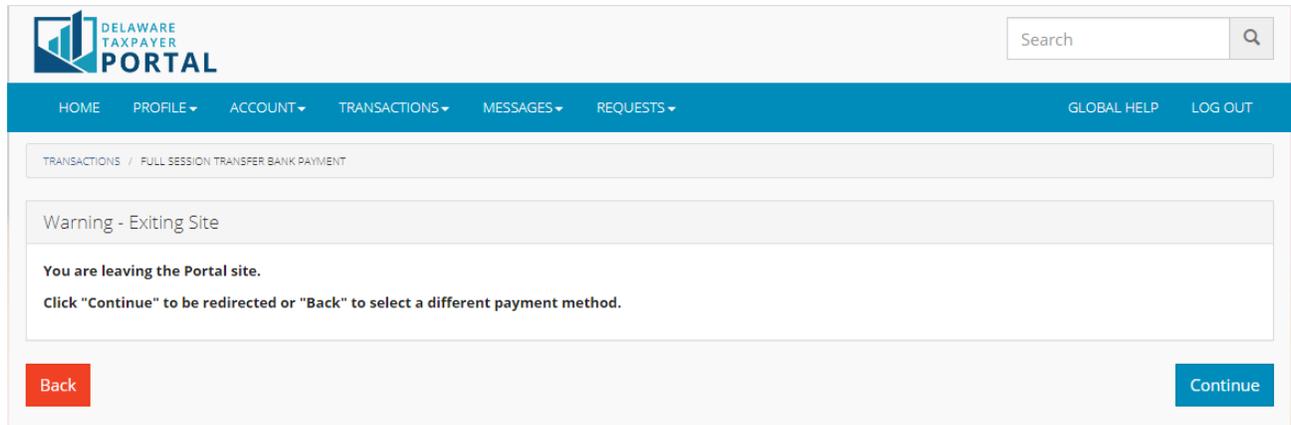
\* Payment Amount   Check here to pay your Total Outstanding Balance

\* Payment Method

Cancel Next

### 3 Secure Transfer to Payment Provider

On the next screen, you will see a warning message that you are being redirected to another site to complete the payment. Select “Continue” to begin the redirect.

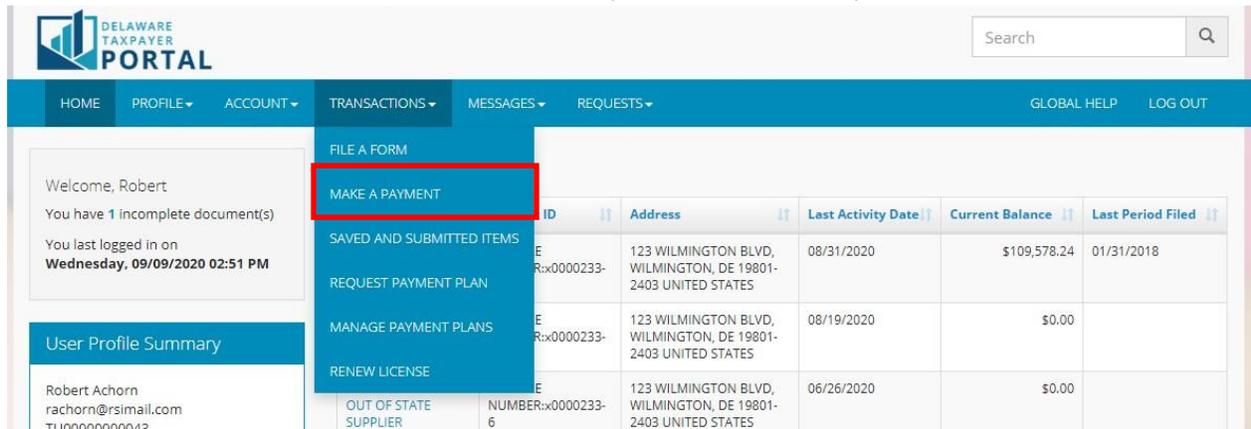


The screenshot shows the Delaware Taxpayer Portal interface. At the top left is the portal logo. To the right is a search bar with the text "Search" and a magnifying glass icon. Below the logo is a navigation menu with links: HOME, PROFILE, ACCOUNT, TRANSACTIONS, MESSAGES, REQUESTS, GLOBAL HELP, and LOG OUT. The main content area shows a breadcrumb trail: TRANSACTIONS / FULL SESSION TRANSFER BANK PAYMENT. Below this is a warning box with the text: "Warning - Exiting Site", "You are leaving the Portal site.", and "Click 'Continue' to be redirected or 'Back' to select a different payment method." At the bottom of the warning box are two buttons: "Back" (red) and "Continue" (blue).

## Make a Payment Any Other Time

1 From the home page, select “Make Payment”

From the “Transactions” header, select “Make a Payment” from the drop-down menu.



The screenshot shows the Delaware Taxpayer Portal interface. The top navigation bar includes 'HOME', 'PROFILE', 'ACCOUNT', 'TRANSACTIONS', 'MESSAGES', 'REQUESTS', 'GLOBAL HELP', and 'LOG OUT'. The 'TRANSACTIONS' dropdown menu is open, showing options: 'FILE A FORM', 'MAKE A PAYMENT', 'SAVED AND SUBMITTED ITEMS', 'REQUEST PAYMENT PLAN', 'MANAGE PAYMENT PLANS', and 'RENEW LICENSE'. The 'MAKE A PAYMENT' option is highlighted with a red box. Below the navigation bar, there is a search bar and a table of transactions. The table has columns for ID, Address, Last Activity Date, Current Balance, and Last Period Filed. The first row shows a transaction with ID 'E Rtx0000233-' and a current balance of \$109,578.24. The second row shows a transaction with ID 'E Rtx0000233-' and a current balance of \$0.00. The third row shows a transaction with ID 'E Rtx0000233-' and a current balance of \$0.00.

ID	Address	Last Activity Date	Current Balance	Last Period Filed
E Rtx0000233-	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	08/31/2020	\$109,578.24	01/31/2018
E Rtx0000233-	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	08/19/2020	\$0.00	
E Rtx0000233-	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	06/26/2020	\$0.00	

## 2 Select the type of payment

Select the Type of Payment from the drop-down.

Most often, “Account Payment” will be selected. A complete list of the payment types, and their uses include:

- **Account Payment:** Select account payment when you want to make a payment for a tax period where you have an amount due. You will only be able to make an account payment when you have an amount due on a tax period.
- **Bill Payment:** Select bill payment when you have received a bill notice from the Delaware Division of Revenue. You will need the bill number on that notice to make a payment.
- **Collections Payment:** Select collections payment when you have received a collection notice from the Delaware Division of Revenue. You will need the bill number on that notice to make a payment.
- **Estimated Payment:** Select estimated payment when you want to pay your quarterly estimated tax.
- **Multiple Accounts Payment:** Select multiple accounts payment when you want to make a payment for several tax account periods where you have an amount due. The Delaware Taxpayer Portal will show you all your outstanding debt and allow you to select the debt you want to pay.
- **Outstanding License Payment:** Select outstanding license payment when you have an amount due for a license account.

HOME
PROFILE ▾
ACCOUNT ▾
TRANSACTIONS ▾
MESSAGES ▾
REQUESTS ▾
GLOBAL HELP
LOG OUT

TRANSACTIONS / MAKE A PAYMENT

### Make a Payment ?

You may make a payment by selecting the type of payment in the dropdown labeled Type of Payment below. The Delaware Taxpayer Portal offers the following types of payments:

- **Account Payment:** Select account payment when you want to make a payment for a tax period where you have an amount due. You will only be able to make an account payment when you have an amount due on a tax period.
- **Bill Payment:** Select bill payment when you have received a bill notice from the Delaware Division of Revenue. You will need the bill number on that notice to make a payment.
- **Collections Payment:** Select collections payment when you have received a collection notice from the Delaware Division of Revenue. You will need the bill number on that notice to make a payment.
- **Estimated Payment:** Select estimated payment when you want to pay your quarterly estimated tax.
- **Multiple Accounts Payment:** Select multiple accounts payment when you want to make a payment for several tax account periods where you have an amount due. The Delaware Taxpayer Portal will show you all your outstanding debt and allow you to select the debt you want to pay.
- **Outstanding License Payment:** Select outstanding license payment when you have an amount due for a license account.

Payments can be made using a credit/debit card (\$10,000 per transaction limit) or via ACH payment. If you are planning to make an ACH payment, you will need your bank routing and account number. **Please note that you will not be able to cancel a payment that is scheduled for the current day. For future dated payments, you have up to the day before your scheduled date to cancel your payment. If you are having trouble canceling your payment, please contact public service at 302-577-8200.**

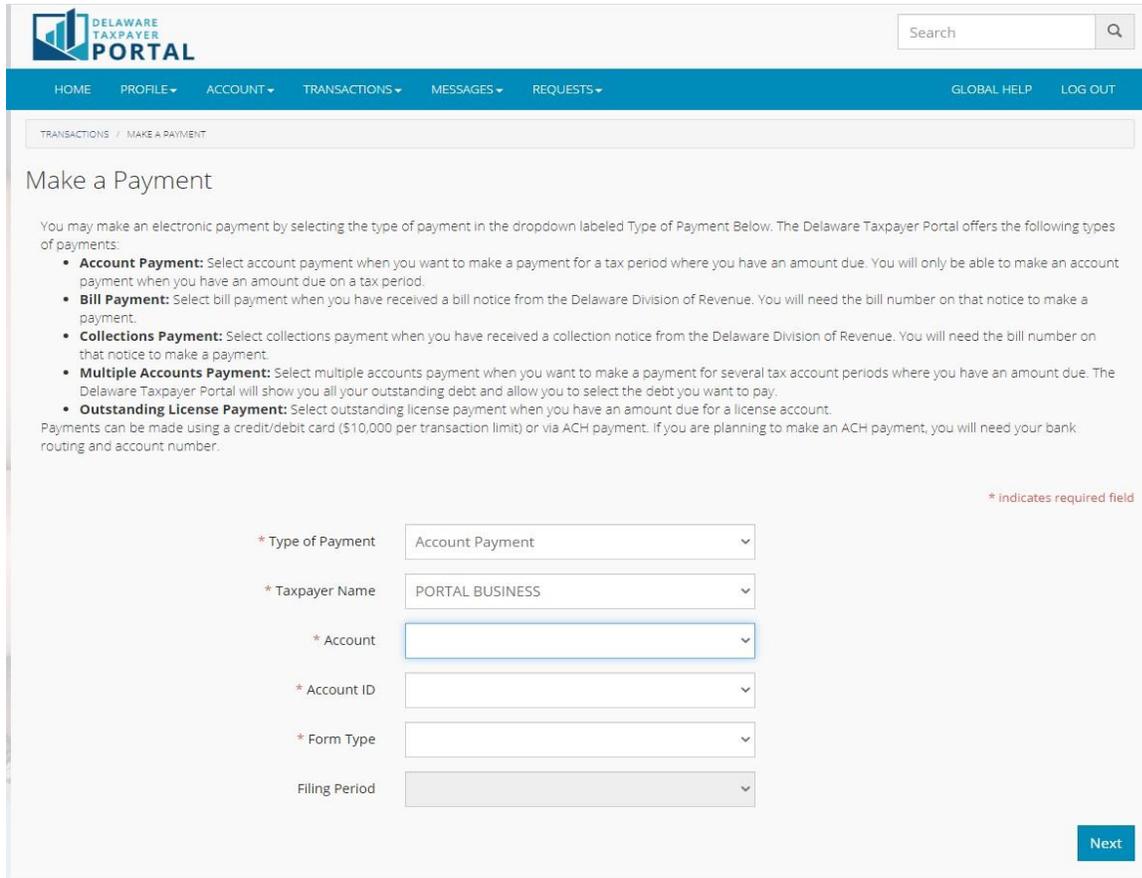
\* indicates required field

\* Type of Payment

Next

### 3 Complete the “Make a Payment” screen

Based on the type of payment selected, complete the drop-down fields provided. Ensure you select the proper Taxpayer Entity, Tax Account, and Account ID (if required) prior to continuing. Select “Next”.



TRANSACTIONS / MAKE A PAYMENT

## Make a Payment

You may make an electronic payment by selecting the type of payment in the dropdown labeled Type of Payment Below. The Delaware Taxpayer Portal offers the following types of payments:

- **Account Payment:** Select account payment when you want to make a payment for a tax period where you have an amount due. You will only be able to make an account payment when you have an amount due on a tax period.
- **Bill Payment:** Select bill payment when you have received a bill notice from the Delaware Division of Revenue. You will need the bill number on that notice to make a payment.
- **Collections Payment:** Select collections payment when you have received a collection notice from the Delaware Division of Revenue. You will need the bill number on that notice to make a payment.
- **Multiple Accounts Payment:** Select multiple accounts payment when you want to make a payment for several tax account periods where you have an amount due. The Delaware Taxpayer Portal will show you all your outstanding debt and allow you to select the debt you want to pay.
- **Outstanding License Payment:** Select outstanding license payment when you have an amount due for a license account.

Payments can be made using a credit/debit card (\$10,000 per transaction limit) or via ACH payment. If you are planning to make an ACH payment, you will need your bank routing and account number.

\* indicates required field

\* Type of Payment: Account Payment

\* Taxpayer Name: PORTAL BUSINESS

\* Account: [Empty]

\* Account ID: [Empty]

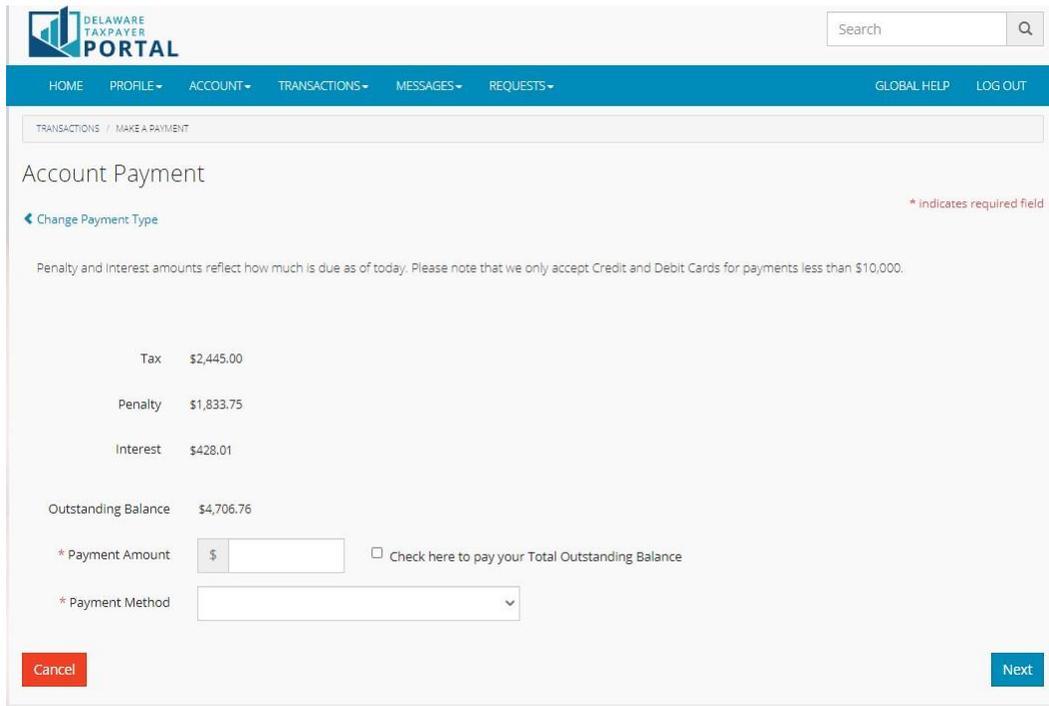
\* Form Type: [Empty]

Filing Period: [Empty]

Next

#### 4 Select payment amount and payment method

Enter your payment amount and payment method (ACH or Credit/Debit). You may also select the checkbox to pay the total outstanding balance. Checking this box will automatically populate the full balance on the period in the “Payment Amount” field. Select “Next” to continue.



DELAWARE TAXPAYER PORTAL

HOME PROFILE ACCOUNT TRANSACTIONS MESSAGES REQUESTS GLOBAL HELP LOG OUT

TRANSACTIONS / MAKE A PAYMENT

### Account Payment

\* indicates required field

← Change Payment Type

Penalty and Interest amounts reflect how much is due as of today. Please note that we only accept Credit and Debit Cards for payments less than \$10,000.

Tax	\$2,445.00
Penalty	\$1,833.75
Interest	\$428.01
<b>Outstanding Balance</b>	<b>\$4,706.76</b>

\* Payment Amount \$   Check here to pay your Total Outstanding Balance

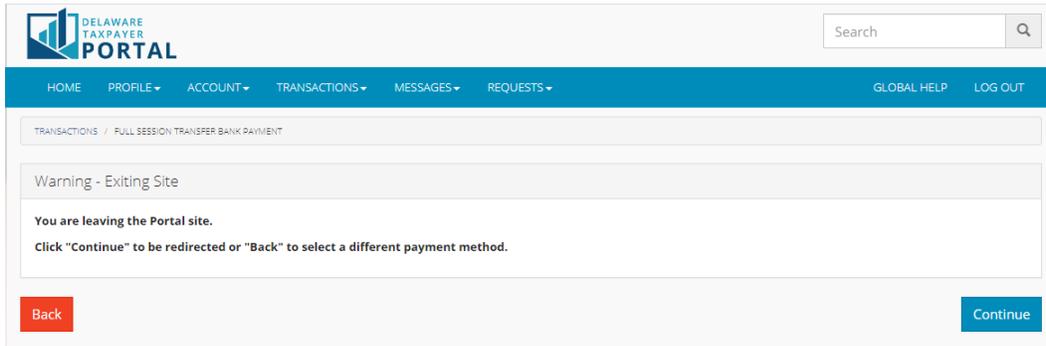
\* Payment Method

Cancel Next

## Pay with Credit Card

### 1 Secure Transfer to Payment Provider

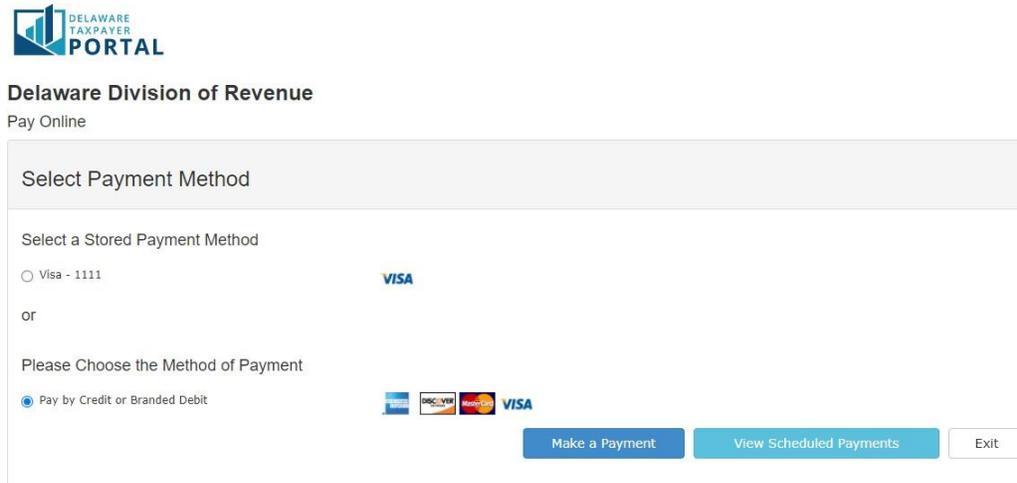
On the next screen, you will see a warning message that you are being redirected to another site to complete the payment. Select “Continue” to begin the redirect.



The screenshot shows the Delaware Taxpayer Portal interface. At the top left is the logo and the text "DELAWARE TAXPAYER PORTAL". To the right is a search bar. Below the logo is a navigation menu with items: HOME, PROFILE, ACCOUNT, TRANSACTIONS, MESSAGES, REQUESTS, GLOBAL HELP, and LOG OUT. The main content area shows a breadcrumb trail: "TRANSACTIONS / FULL SESSION TRANSFER BANK PAYMENT". Below this is a warning box with the text: "Warning - Exiting Site. You are leaving the Portal site. Click 'Continue' to be redirected or 'Back' to select a different payment method." At the bottom of the warning box are two buttons: "Back" (red) and "Continue" (blue).

### 2 Select a Payment Method

Select a stored payment method or select a new method of payment. Select “Make a Payment” to continue.



The screenshot shows the "Delaware Division of Revenue Pay Online" page. The title is "Select Payment Method". Under "Select a Stored Payment Method", there is a radio button next to "Visa - 1111" with a VISA logo to its right. Below this is the word "or". Under "Please Choose the Method of Payment", there is a radio button next to "Pay by Credit or Branded Debit" with logos for American Express, Discover, Mastercard, and VISA to its right. At the bottom right are three buttons: "Make a Payment" (blue), "View Scheduled Payments" (light blue), and "Exit" (white).

### 3 Payment Details

Enter the required information for the payment method. When complete, select “Continue”.



#### Delaware Division of Revenue

Pay Online

<b>Payment Information</b> <b>Cardholder's Name*</b> <input type="text"/>		<b>Bill/Invoice Information</b> <b>Amount</b> \$ 159.37	
<b>Card Number*</b> <input type="text"/>		<input type="checkbox"/> <b>Bill/Invoice Details</b>	
			
<b>Signature Panel Code*</b> <input type="text"/>	<b>Expiration Date*</b> MM <input type="text"/> <input type="text"/> YYYY <input type="text"/> <input type="text"/>		
<b>Address Line 1*</b> <input type="text"/>	<b>Address Line 2</b> <input type="text"/>		
<b>Country*</b> United States <input type="text"/>	<b>ZIP Code*</b> <input type="text"/>		
<b>City</b> <input type="text"/>	<b>State</b> --Select One-- <input type="text"/>		
<b>Payment Date*</b> 03/19/2021 <input type="text"/>	<b>Receipt Email Address*</b> <input type="text"/>		
		<b>Text Receipt Phone Number</b> <input type="text"/>	
<input type="checkbox"/> Please check here to store the payment method for future use.			
<input type="checkbox"/> By clicking this box, you are agreeing to allow Delaware Division of Revenue to process this payment.			
		<input type="button" value="Continue"/> <input type="button" value="Exit"/>	

## 4 Payment Confirmation

Verify the payment details and select “Confirm” to continue.



### Delaware Division of Revenue

Pay Online

#### Payment Confirmation

<p><b>Payment Information</b></p> <p><b>Cardholder's Name:</b> Ima Person</p> <p><b>Card Type:</b>  VISA</p> <p><b>Card Number:</b> *****0009</p> <p><b>Signature Panel Code:</b> ****</p> <p><b>Expiration Date:</b> 12/2035</p> <p><b>Payment Date:</b> 03/19/2021</p> <p><b>Address Line 1:</b> 9 smith st</p> <p><b>Country:</b> United States</p> <p><b>City:</b> WILMINGTON</p> <p><b>State:</b> Massachusetts</p> <p><b>ZIP Code:</b> 01887</p> <p><b>Email Address:</b> imaperson@mail.com</p> <p><b>Text Receipt Phone Number:</b> N/A</p>	<p><b>Bill/Invoice Information</b></p> <p><b>Amount:</b> \$156.76</p>
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## 5 Payment Processing

Once confirmed your payment is submitted for processing.

***Do not leave this screen or press the back button until payment processing is completed.***



### Delaware Division of Revenue

Pay Online



Please wait while your payment is being processed.  
**DO NOT PRESS THE BACK BUTTON ON YOUR BROWSER**

If your browser fails to reload shortly, [click here](#)

## Pay with ACH

### 1 Select Existing Bank Account

Select a stored bank account if listed in the top section of the screen.

HOME PROFILE ACCOUNT TRANSACTIONS MESSAGES REQUESTS
GLOBAL HELP LOG OUT

TRANSACTIONS / MAKE A PAYMENT

### Schedule Electronic Payment \* indicates required field

Make an electronic payment directly from your bank account.

Additional Penalty and Interest may accrue if payment is not made as of May 1, 2023.

<b>Taxpayer Name</b>	<b>Payment Amount</b> \$100.00
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Use an existing Bank Account

**Please select a Bank Account**

### 2 Select New Bank Account

Enter the required bank account information. Enter a Nickname for the account if you wish to use it for future payments.

Add New Bank Account

<b>* Bank Routing Number</b>	<input style="width: 95%;" type="text"/>	
<b>* Bank Account Number</b>	<input style="width: 95%;" type="text"/>	
<b>* Confirm Bank Account Number</b>	<input style="width: 95%;" type="text"/>	
<b>* Bank Account Type</b>	<input style="width: 95%;" type="text"/>	▼
<b>* Bank Account Holder Name</b>	<input style="width: 95%;" type="text"/>	
Nickname	<input style="width: 95%;" type="text"/>	Enter a "nickname" for this bank account if you would like to save it for future payments

### 3 Payment Date and Authorization

Enter a payment effective date to future date the payment and check the authorization box, then select “Submit.”

**Enter Payment Effective Date and Authorization**

\* Effective Date  

\* I hereby authorize the withdrawal of funds as specified above for tax payments.

[Cancel](#) [Submit](#)

### 4 Confirm Payment

Verify the payment details and select “Confirm” to continue.

   
[HOME](#) [PROFILE](#) [ACCOUNT](#) [TRANSACTIONS](#) [MESSAGES](#) [REQUESTS](#) [GLOBAL HELP](#) [LOG OUT](#)  
[TRANSACTIONS](#) / [MAKE A PAYMENT](#)  

## Confirm Payment

**Please confirm the below payment to submit for processing**

**Payment Amount** \$100.00

**Payment Method** Personal/Consumer Checking

[← Back](#) [Confirm](#)

## 5 Payment Confirmation

Once confirmed your payment is submitted for processing and can be cancelled any time before the Transaction Date and Time shown.

### Payment Confirmation ?

Please see information about your payment below.

The payment has been accepted. The confirmation number and payment details can be found below.

[Return Home](#)

#### Transaction Information

**Confirmation #**  
**Status** In Process

**Transaction Date** Thursday, 08/11/2022  
**Transaction Time** 11:59 PM

#### Payment Information

**Taxpayer Name**  
**Document Type** Estimated Payment Voucher  
**Amount Paid** \$100.00  
**Payment Amount** \$100.00  
**Fee Amount** \$0.00

**Effective Date** Friday, 08/12/2022  
**Period Covered** 12/31/2022  
**Account Type** PERSONAL INCOME TAX

#### ACH Payment Information

**Bank Nickname** N/A  
**Bank Account Type** Personal/Consumer Checking

**Routing Number** XXXXX  
**Account Number** XXXXX

#### Payment Details

Account Type	Identifier	Filing Period	Payment Amount
			\$100.00

Showing 1 to 1 of 1 entries

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